A TVTOR TO Tachygraphy, OR, Short-vvriting,

Wherein the Rules of the ſaid Art, are ſeverally explained by way of Queſtions and Anſwers, to the weakeſt capacities that deſire to learne the Art.

Whereunto are added;

Diverſe new Rules and Directions never publiſhed till now, for the further perfecting of ſuch as have already Learned.

By THOMAS SHELTON, *Author and teacher of the ſaid Art.*

Printed at *London* for *Samuel Cartwright*, and are to be ſold at the hand and Bible in *Duck-lane*. 1643.

BRITISH MUSEUM

To the Reader.

HAving had experience above theſe twenty) eares of the benefit which many hundreds have reaped by this Art of *Short-writing*, it hath been part of my ſtudy to contract it into as ſhort, and withal as eaſie a method as might be: yet becauſe ſome, not fully unde ſtanding the Rules in my booke of *Tachygraphy*, or Short-writing (though there be little difficulty in them) have beene diſcouraged in their proceeding therein, I have

thought it neceſſary in this preſent Treatiſe, by way of Queſtions and Anſwers, to propound and reſolve whatſoever I can imagine may be made ſcruple of concerning the Art. I do not know what can be further added to make it more plain or ſhort: but if there be any that ſhall yet make any doubt concerning any of the Rules, if they pleaſe to repaire to me, I ſhall be ready to give them the beſt ſatisfaction I can.

Thomas Shelton.

CHAP. I.

Concerning the Rules of Abbreviation.

Queſt. 1. I *Have heard many commend the Art of* Short-writing, *and I would willingly learne it if I knew what benefit I might reape by it; I pray what is the uſe and benefit of it?*

Anſw. The benefit is much, divers wayes, in regard of the ſecrecy, brevity, celerity, and perpetuity of it.

1. Sometimes a man may have occaſion to write that which he would not have every one acquainted with, which being ſet downe in theſe Characters; he may have them for his owne private uſe onely. And I have taught divers, who have learned it for that very end. And divers Merchants and Factors, who have in forraigne parts uſed Bibles and Teſtaments, written in this hand, where they durſt not make uſe of thoſe that are Printed.

2. For brevity, it is of no ſmall uſe: for by this Art, as much may be written in one page, as can be written in

ſix, in another ordinary hand.

3. For the celerity of it, the rules being learned perfectly; one may write as faſt as any man ordinarily ſpeaketh as there be many hundreds which I have taught that can from their owne experience teſtifie.

4. Many things of good uſe are, and have been by this Art preſerved, which otherwiſe had beene loſt, as may appeare by the workes of divers worthy men by this Art taken, and publiſhed, which elſe had periſhed with the breath that uttered them.

Queſt. 2. *But will not the writing of this hand be a hinderance to the writing of other ordinary hands, as Romane, or Secretary, &c. I have beene told it will?*

Anſw. There are none that have had the experience of it will ſay ſo. I my ſelfe have taught as good Pen-men as moſt are in the Kingdome, that never found this inconvenience; nay I have heard divers ſpeake it, that it hath beene a furtherance to the command of their hand in other writing. And I would faine know why the writing of ſhort-hand ſhould hinder the writing of Roman or Secretary any more then the

the ſpeaking of Latin, or Greek, ſhould hinder the ſpeaking of Engliſh.

But in your Booke of Tachygraphy *you give ſeverall rules for the leaving out of letters, and whole ſillables in many words, will not it be a meanes to make one ſpell falſe Engliſh?* Queſt. 3.

The principall uſe of this Art being to write with ſpeed, thoſe letters that are ſuperfluous and are not ſounded may well be left out, and therfore in Chap. 1. I have given ſome rules for that end: yet thoſe that can ſpell true Engliſh, may notwithſtanding make uſe of it in the writing of any other hand. Beſides there are many words in our common Engliſh, that have ſome letters in them that are altogether ſuperfluous, and rather hinder then helpe to ſound them, and therefore may very well be ſpared. Anſwer.

Chap. II.

Of the Letters of the Alphabet.

What is the firſt rule that I muſt learne for the attaining the Art of Short-writing. Queſt. 4.

You muſt learne the letters of the Alpha- Anſwer.

Alphabet perfectly, that you be able to write any of them without looking on your Copy, as you ſhall find them ſet downe in Chap. 2.

Queſt. 5. *How ſhall I know that I make the Characters for the letters the right way?*

Anſw. Firſt, each of them are to be made without taking off your Penne, except onely *x y*, which two, being not often uſed, have their ordinary Characters.

Secondly, thoſe which may conveniently, muſt be ſo framed as that you may end them toward your right hand, as *A, E f g h I k l m n o p q r v w z.*

Thirdly, *B* and *S* being juſt downeright, you cannot miſtake in the making of them.

Fourthly, there are onely 3. that are made with bringing the hand backeward, and thoſe are, *C D* and *T*, which notwithſtanding are readier for the joyning of any other letter then if they were made otherwiſe.

CHAP. III.

Concerning the double Conſonants.

Queſt. 6. *WHen I have learned the Letters perfectly, what is the next rule I muſt proceed to?*

The

The double Conſonants which you ſhall find in Chap. 3. *Anſw.*

The double Couſonants ſeeme to me harder to learne then the ſingle letters; what direction doe you give for the learning of them? *Queſt.* 7

The former letters being perfectly learned, there is no difficulty at all in theſe: for they are the very ſame letters you had in the former Copy: only there you have them ſingle, and here joyned together, as you may eaſily perceive by looking on them, and by the directions there given. Therefore you need not beſtow a new paines to learne them as the former: for twice or thrice writing them over is ſufficient. *Anſw.*

Which is the readieſt way for the making of them? *Queſt.* 8.

You ſhall find a direction for that in the Chapter of double Conſonants: you muſt ſtill joyne the ſecond conſonant to that place where you end the firſt, and ſo the third to the ſecond if there be ſo many, as you ſhal find there by ſome examples. *Anſwer.*

But there are ſome of the double conſonants which have no reſemblance to the letters of the Alphabet; muſt not thoſe be learned perfectly? *Queſt.* 9.

They

Anſw. They muſt, and they are only foure, namely, *Ch ſh th wh*, which you ſhall find altogether at the end of the Copy which have peculiar markes without relation to the letters.

Firſt, becauſe they cannot be conveniently expreſſed by their proper characters in ſo ſhort a roome.

Secondly, being very frequently uſed, I thought good to fit them with characters that might ſoone be diſpatched.

CHAP. IV.

Concerning the Vowels places.

Queſt. 10 *I Am ſatisfyed concerning the letters, and double Conſonants; how ſhall I underſtand the next rule, concerning the vowels places.*

Anſwer. The directions for knowing each vowels place ſet downe in Chapter 4. are ſufficient for the meaneſt capacity to underſtand. The place of each vowell muſt perfectly be remembred; that as ſoone as you thinke of that vowell you may know where the place of it is. As for example, if the vowell be *A*, the place of it is juſt over the head of any

any letter. E, even with the upper part of the letter toward the right hand. *I*, juſt againſt the middeſt of the letter. *O*, even with the lower part of it. *V*, juſt under the letter about which it is to be placed.

But I have ſeen in ſome Bookes of Short-writing, ſome of the vowels placed behind, and ſome before, were it not better to place them ſo, then to ſet them all upon one ſide? Queſt. 11

No, thoſe that have ſo placed the vowels have found it no ſmall hinderance to their ſpeed in writing, and to the reading of what hath beene ſo written. And it is eaſie for any to underſtand, that when the vowels are ſo placed, as that ſtill the hand is moving forward, it muſt needs be a helpe to celerity. Anſw.

Chap. V.

Concerning the uſe of the Vowels.

YOu have given ſufficient direction concerning the placing of the vowels: but in the 5. Chapter, concerning the uſe of the vowels and their places, though there be ſome directions and examples, yet I doe not well underſtand it, therefore I deſire ſome further Queſt. 12

further helpe, and some other examples.

Answ. First, observe that the Characters for the vowels are never written, but either when a vowell doth beginne a word: or else when two vowels, which must of necessity both be sounded, come together in the middle, or latter end of a word.

Quest. 13 *When a vowell doth begin a word, if the next letter following be a consonant, how must I write it?*

Answ. You must joyne that consonant or consonants to the vowell, as you shall find there in these examples,

are	*arke*
eke	*us*
in	*ebb*
ore	*odd*

As also in these which follow,

All		*ill*	
am		*or*	
end		*err*	

and such like.

Quest. 14 *When two vowels come together in the beginning of a word, must the characters of them both be written?*

Answer. No, write downe the Character of the former vowell, and then observe where

where the place of the latter Vowel is, and there ſet the conſonant, or conſonants following, as you may perceive by theſe examples.

Aid	*eare*
eate	*oare*
aime	*out*
aire	*eaſe*

And by theſe which I here adde.

Aile	∧ ∪
eele	ϑ ∪
oate	ć
oake	ĉ

If a word begin with a Conſonant, if the next letter be a vowell, muſt I write the Character of that Vowell? Queſt. 15

No, but in the place of the Vowell, ſet the conſonant that followeth that vowell, as you may ſee by theſe inſtances, Anſwer.

ball	*bad*	*nat*
bell	*bed*	*net*
bill	*bid*	*nit*
boll	*bod*	*not*
bul	*bud*	*nut*

To

To which may be added,

man
when
ſin
done
gun

And the like.

Queſt. 16 *Suppoſe two Conſonants or more come together, before there come a vowell, muſt the character of both be written?*

Anſw. If there come two or three conſonants or more together, they muſt all be joyned together, whether it be in the beginning, in the middle, or end of a word, as you ſhall ſee plainely by the directions, and examples for that purpoſe in Chap. 5. to which theſe or the like may be added,

brand
friend
skill
ſport
blunt

Queſt. 17 *Muſt I never take off the pen then till there*

there follow a vowell next?

Anſw. No, alway when you come at a Vowell, take off the Pen, but till then never.

Queſt. 18 *What if a word end with a vowel, how is that vowel to be underſtood?*

Anſw. By making a tittle in the place of that vowell, as you have in theſe examples,

me	*crie*
die	*goe*
ſay	*due*
we	

As alſo in theſe,

Stay	ſ
be	ı·
thy	o·
who	o
ſue	ſ

And ſuch like.

Queſt. 19 *If a word end with* y, *muſt the Character of* y, *be written?*

Anſw. No, *y* in the end of a word is ſounded ſometimes like unto *a*, and then a tittle in the place of *a*, is enough, as in theſe words,

ſay	*ſlay*
they	*bray*

Or

Or elſe more uſually like *J*, and then ſet the tittle in the place of *I*, as in theſe examples,

my *why*
by

And in theſe.

cry
buy
fly

Chap. VI.
Of Diphthongs.

Queſt. 20 *THe places of the ſingle Vowels I think I underſtand ſufficiently: but ſometimes there come 2. or 3. vowels together, and I have ſeene ſome bookes of Characters, wherein diverſe places for Diphthongs are aſſigned, is it not neceſſary to have ſome places for them beſides the ſingle Vowels?*

Anſw. I have ſeene indeed in ſome bookes that have beene ſet forth, ſuch places obſerved, which I am ſo farre from judging neceſſary, that I know them to be very inconvenient, and have bin one reaſon that neither the Scholars, nor the Authors themſelves could either well write, or afterwards read ma-

ny

ny words that they had written, as themſelves (convinced by ſufficient reaſons) have confeſſed. And beſides many other inconveniences, this is one, that it is impoſſible about a ſmall Character (eſpecially ſuch as are flat, & even with the line) to obſerve exactly 12. or 14. places, as faine they would if they could; therefore I aſſigne no more places then thoſe for the ſingle vowels, which are eaſie to be diſtinguiſhed about the leaſt character.

How then ſhall I doe when more vowels then one come together in a word? Queſt. 21

Firſt, if two vowels come together in the beginning of a word, obſerve that rule given in Chap. 5. Anſw.

Secondly, when two Vowels come together in the middle of a word, often one of them is but lightly ſounded, and then that vowel may be wholly left out, as in theſe inſtances following.

deare	*people*
heart	*guide*
neither	

To which may be added,

reape
haire
wooll
guilt

Queſt.22 *But ſometimes two Vowe's come together, and both muſt of neceſſity be pronounced, or elſe the word cannot be ſounded, what muſt I then doe?*

Anſw. You muſt either write the Character of the latter Vowell in the place of the former, as in theſe examples,

Lion *Sion*
paſt *Chaos*
quiet

To which I may add,

ſoile
coine
foile
ſound

Or elſe make a pricke or period in the place of the former vowell, and then in the roome of the latter vowel, write

write the conſonant or termination, or whatever the letter be that follow, as you have in theſe examples.

Riot *Giant*
Joel *Duell*
Dial

As alſo you may ſee by theſe.

fuell
reall
docg
doing

CHAP. VII.

Concerning J, and V, conſonants.

I Find in Chapter 7. that you ſay that J, *and* V, *are ſometimes uſed as conſonants, and ſometimes as vowels, and there are ſome directions how to know them, but I doe not yet wel underſtand how to diſtinguiſh them can you give any further direction to make it ſomewhat plainer?* Queſt. 23

J, is alway a vowell in any word, wherein it hath its own proper ſound, as in theſe, Anſw.

fire
night
will
kind

And it is a conſonant when another vowell followeth it in the ſame ſillable as in theſe,

James
Job
Juice
Jacob

Beſides, when it is a conſonant, the ſound of it is different from the other, for it is alway ſounded like unto G, either in the beginning of a word, as in the examples above, or in the middle of a word, as in theſe,

prejudicate *injury*
injuſtice *enjoy*

Queſt. 24 *How ſhall I diſtinguiſh V vowell, from V conſonant?*

When V, is a vowel it hath alway its own proper ſound, as in theſe words,

ſure *cure*
true *ſuch*

And

And it is a conſonant when it commeth before another Vowell in the ſame ſillable, and is pronounced by joyning the upper teeth with the lower lip, and is ſounded like *f*, but ſomewhat ſofter, whether it be in the beginning of a word, as in

variety *vocation*
veniall *vulture*
vigour

Or in the end of a word.

Grave *ſtrive*
atchieve *grove*

Are J and V differerently to be uſed when they are vowels, and when they are conſonants? Queſt. 25

When they be ſounded as Vowels, the characters of them muſt be omitted, and the places aſſigned to them obſerved, as of the reſt of the Vowels, but when they be conſonants, the very characters of them muſt be written as the reſt of the conſonants, whether it be in the beginning, the middle, or end of words. Anſw.

There is one thing concerning the placing of the Vowels, that doth ſomewhat trouble me, that is, when there are two ſillables or more in a word, if the firſt vowell be A, and Queſt. 26

the next v, or the firſt be v, and the next a, the one being juſt over, and the other juſt under, how muſt I place the conſonant after the ſecond Vowell?

Anſwer. There are not many words wherein it ſo falleth out, but when ſuch words doe come, if the firſt Vowell be *a*, incline a little toward the place of *e*, with the next conſonant, if it be *u*, incline a little towards the place of *o*, and then you may have room to place the next about that conſonant, as in theſe,

Baruck

Plutarch

CHAP. VIII.

Of the markes for beginnings and endings of long words.

Queſt.27 *I Make no queſtion but obſerving theſe rules I ſhall be able to write any ordinary word, eſpecially thoſe that are ſhorter, but how ſhall I do to expreſſe longer words that are frequently uſed in Sermons, and other ſpeeches?*

Anſwer. There is no word whatſoever in any lan-

language, but it may be written by the former rules, yet as a farther helpe to exactneſſe in this Art, I have added other rules which ſerve onely to abbreviate the former.

Queſt. 28 *What is the next rule then to be learned concerning this Art?*

Anſw. The prepoſitions and terminations for long words, which you ſhall finde in Chap. 8. which you muſt endeavour to learne perfectly, as you did the letters of the Alphabet.

Queſt. 29 *Have they any dependance upon any of the former rules?*

Anſw. They have little or no dependance on the former, yet it is no hard matter in a ſhort time, to learne them, and the benefit by the frequent uſe of them, wil countervaile the paines in the learning of them, there being many thouſands of words wherein this Copy is of uſe.

Queſt. 30 *Having learned theſe perfectly, how ſhall I make uſe of them in the writing of long words?*

Anſw. In the uſing of them you muſt obſerve the ſame rules, as before in writing words of one or two ſyllables: and in writing of any word by any of

the rules, be ſure to remember theſe two things.

Firſt, never remove the Pen from the Paper, untill you come at a vowell.

Secondly, whenſoever you come at a vowell take off the Pen, and in the place of that vowell ſet downe what followeth it.

Queſt. 31 *What particular directions and inſtances doe you give for the uſe of theſe markes?*

Anſw. You ſhall find directions, and examples ſufficient in that Chapter.

Firſt, if a conſonant follow a preposition, it is to be joyned to it, as in theſe examples.

condemne	*fortune*
prefer	*rebell*
ſubmit	*containe*

As alſo in theſe.

abſtaine	
accrew	
admit	
conſume	
ſuppoſe	

Or the like

If a vowell follow next after the marke,

marke, the letters after muſt be diſ-joyned, as in theſe examples,

courage *potent*
ſupport *lament*

As alſo in theſe,

accuſe
abuſe
addict
connex
commend
liberall

Or the like

If two of the markes make a whole word, and no vowell come betweene, joyne them both together as in theſe examples,

reference, *perceive*
ſubject *circumference*
former

Or in theſe.

conſent
conſerve
action
abſent
preſerve

If there be a marke to end the word, and none to begin it, you muſt begin it with the letters, as in theſe examples of

nature *never*
brother *plyable*
nation *difference*

never *motion*
father *vocation*
mother *inference*

If there be a marke to begin a word, and none to end it, you muſt end it with the letters, as in

permit *ſuffer*

As alſo in theſe.

ſubmit *contemne*
ſuffice *fuller*
command *forbeare*

Queſt. 32 *Which is the readyeſt way for the making of theſe prepoſitions and terminations for long words?*

Anſw. You muſt begin each of them ſo as that you take not off the Pen in making of it, unleſſe it be thoſe that cannot be made otherwiſe, which are very few.

Second-

Secondly, begin them ſo as you may end them towards the right hand, (as indeed the moſt of them may) and ſo you ſhall be the readyer for the joyning of the next letter or marke, if it be to be joyned.

Thirdly, if that which immediately follows your prepoſition, be a conſonant, or termination, and ſo be to be joyned, you muſt joyn it where you laſt made an end of the prepoſition.

Queſt. 33 *How ſhall I place the vowels about theſe markes in long words?*

Anſwer. The vowels are to be placed about them, as they are about the ſingle letters, and double conſonants. Only remember if the marke to begin a word be ſuch as goeth on toward the right hand, if another letter be to be joyned to it, then the vowell following muſt be placed about that laſt letter, and not about the marke before it, as you ſhall find therein.

contemne *diſdaine*

As alſo you may ſee in theſe.

conſume

impaire

rebell

Queſt. 34 *If a word begin with a conſonant or preposition, and a termination immediately follow, which hath a vowell to begin it, muſt I obſerve that vowels place, or joyne the termination to the prepoſition?*

Anſw. It muſt be joyned: for the vowell being in the prepoſition, you need not make uſe of the place of that Vowell, as in theſe expreſſed.

durable *bring*
nation As alſo in

ſtable
relation
duration

Queſt. 35 *But ſuppoſe there come two vowels together, and the termination begin with one of them?*

Anſwer. Then the termination muſt be ſet in that vowels place, as in the examples of

doing *pliable* *pious*

To which you may adde,

ſaying
gracious
denyall

And the like.

Queſt. 36 *I find that the Character for S, is ſomething*

ing troubleſome to be joyned to ſome of the tters, as after t, d, f, g, &c. how ſhall I exreſſe that?

Anſwer. When it ſo falleth out, make a pricke r period behind the whole word, as ou ſhall ſee in the inſtances of *ſayings, rvants, conſerves, Pirates.*

CHAP. X.

Of characters that reſemble one another.

Queſt. 37 *But me thinks it ſhould breed ſome confuſion, to have one Character ſtand for two ſeverall things, as ſometimes I find they doe. As for example, the ſame Character is put for ing, and grace, another both for un, and thus, another both for per, and appeare, how ſhall I diſtinguiſh them?*

Anſw. They may be differenced thus, when any one mark ſtandeth for two things in the one it is a part of a word, and is alwaies joyned with ſome other mark or letters, in the other it is a whole word, and ſo alone by it ſelfe: which is no hinderance, but a great helpe to the ſpeedy learning of them, for by remembring the one, the other is eaſily called to minde.

Chap.

CHAP. XI.

Whether markes for beginnings may be uſed for endings, and endings for beginnings.

Queſt. 38 *MAy I make uſe of the markes for endings, to begin words, if they will ſerve for that purpoſe?*

Anſw. Yes, without any inconvenience, as you may ſee in theſe examples of *mercy, ſentence, durable*, where the marks for terminations are uſed as prepoſitions.

To which you may adde,

century

duration

merchant

And ſo likewiſe markes for beginnings may ſerve for endings, as in theſe examples,

Joab

diall

taper

William

Where the prepoſitions are uſed for terminations.

Queſt. 40 *But there are ſome of the prepoſitions and terminations which likewiſe are whole words by themſelves, may the marks of them be ſo uſed?* Yes,

Yes, *An*, *as*, *at*, *come*, *fall*, *for*, and other of the prepoſitions, as alſo, *Able*, *ment*, *ſent*, *ſerve*, *ſion*, and others that are terminations, may be uſed alone for whole words. *Anſw.*

CHAP. XII.

Examples of words written with the prepoſitions, and terminations.

I Hope by theſe directions I ſhall be able to write any word by the rules; therefore, of what uſe are thoſe examples in Chap. 12 ? *Queſt.* 41

They are principally for the helpe of thoſe that have no other helpe to learne by then the booke, where you ſhall find commonly two words with each prepoſition, and each termination, the one of them with a conſonant following the prepoſition, which is therefore joyned, the latter with a vowell following the prepoſition, which is therefore diſ-joyned. *Anſw.*

But are all theſe examples perfectly to be learned as the reſt of the rules? *Queſt.* 40

No, not any of them, they are only a patterne of direction for the learner to write other the like words by. *Anſw.*

Is it needfull that I learne the markes for the bookes in the Bible, which I find in Chap. 12? *Queſt.* 41

There

There is no great neceſſity; becauſe any of them may be written very ſhort by the former rules: but if any will learne them, the paines is but little, becauſe all of them are framed out of the very letters of the Alphabet, or other ſignificant letters; and ſo are very little charge to memory.

CHAP. XIII.

Of writing three or foure words in one.

Queſt. 42 *THere is a rule in Chap.* 13. *of your Book, for the writing of three or foure words together, as if they were one word, is it requiſite that I write words in that manner?*

Anſw. It may be of uſe to thoſe that have ſome while practiſed the Art: but him that is a learner needs not to trouble himſelfe with it. And thoſe that are experienced, will ſoone underſtand it by the directions there given.

Queſt. 43 *I have ſeen in ſome Books of Short-writing, many marks for whole ſentences, which I thinke ſhould be a great helpe to ſpeed in writing, when one may ſet downe one marke that ſhall ſtand for* 8. 10. *or* 12. *words, doe you not think it needfull to make uſe of ſuch?*

I

I account it a needleſſe thing to have many, or indeed any marks for whole ſentences. *Anſw.*

Firſt, becauſe by the rules of this Art, any ſpeech or Sermon treatably ſpoken, may be written *verbatim*, without the uſe of ſuch markes, as there be many hundreds that have been taught by me, can from experience teſtifie.

Secondly, if a word or two be varyed in the ſentence by the ſpeaker, either the marke is uſeleſſe, or elſe the ſpeaker is wronged if it be uſed, becauſe the reader renders it not in his own words but according as he hath learned it. Yet to give ſatisfaction to ſome who have deſired it, you ſhall find a few ſhort ſentences, or rather parts of ſentences which are uſually delivered in thoſe very words, as they are ſet down in Chap. 13.

Chap. XIV.

Of the Table.

But if every word be to be written onely by the rules, there are many words that will be long and troubleſome in writing; how ſhall I doe with them? *Queſt.* 44

There is no word that is either very *Anſwer.*

long or troubleſome, to be written by the former directions, yet notwithſtanding that there may be nothing wanting to further ſpeed, I have collected a Table of words in the end of the Book, which are moſt frequent in uſe.

Queſt. 45 *But I find moſt of the words in the Table to be ſhort words, were it not more requiſite to have markes for longer, and harder?*

Anſw. I confeſſe, ſome who have publiſhed Bookes of this ſubject have ſo done, but I judge it a thing unprofitable, for

Firſt, there is no long word but may be written by the former rules.

Secondly, thoſe long, and ſtrange words come not ſo often, and ſo marks for them may be forgotten ere there be occaſion to uſe them. Whereas theſe in the Table are of frequent uſe in every ſentence.

Thirdly, as ſuch words are longer in writing, ſo are they alſo in pronouncing.

Laſtly, in moſt of ſuch long words, ſome part may be omitted, and yet no hinderance to the reading of it, as you may ſee in Chap. 1.

Queſt. 46 *Is it neceſſary having theſe former rules per-*

perfectly, to learne the Table alſo?

Anſw. There is no abſolute neceſſity, becauſe as I ſaid, any word in any Language may be written by the former directions: but theſe words being frequent in uſe, and ſomewhat ſhorter then the letters, being moſt of them made without removing the pen from Paper, the learning of them will be beneficiall.

Queſt. 47 *Is it not an over-charge to memory to learne ſo many words perfectly as are in the Table?*

Anſw. It is no great charge to memory: For if you marke them, the greateſt part of them are framed out of the Letters of the Alphabet, or ſome other ſignificant letters, and therefore eaſily attained. And I know there are ſome formes of Short-writing that have above ten times ſo many, without any relation to other rules. Beſides, thoſe that have weake memories, may learne all, or ſome, or none of them, and yet by the other rules be able to write any thing, though not altogether ſo ſhort.

Queſt. 48 *I find in the Table many words that are ſet forward in a ſmall Character, that have*

no markes belonging to them, of what uſe are they?

Anſw. They are ſet downe to bring the reſt of the words into ſenſe, as much as may be (keeping the Alphabeticall way) that ſo they may with more eaſe be remembred; and the moſt of them alſo have their markes in their proper places.

Queſt. 49 *The pointing of what is written being a great helpe to the right reading of it, how ſhall I doe for that, ſeeing ſome of the Characters for words are like thoſe that are uſed in pointing?*

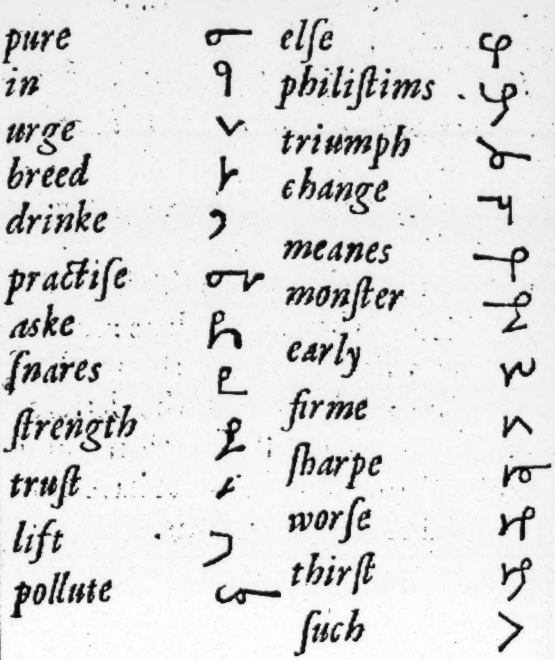
Anſwer. There is no great uſe of pointing to thoſe that are any thing perfect in this Art: yet there may be ſome uſed, as the ordinary period may be uſed at the end of a full ſentence, ſo it be either ſet apart by it ſelfe the ſpace of a word being left before, and after, or elſe ſet it ſomewhat lower then the line, that it may be knowne from the character for *I*. The Interrogative point may be uſed in his ordinary forme, and likewiſe parenthesis; as you find it expreſſed in the Booke. Likewiſe thoſe that deſire to write the Bible or New Teſtament, for diſtinction of

of Verſes, ſhall finde a note of direction there given.

Queſt. 50 *I am now ſatisfyed concerning all the rules contayned in your Booke of* Tachygraphy, *have you any thing beſides concerning this Art, which you have not yet publiſhed?*

Anſwer. There are ſome words which I ſhall now adde, but they are ſuch as require no great paines to learne, the moſt of them being made out of the letters, double Conſonants, Prepoſitions, and Terminations, which as yet have not beene uſed for whole words.

pure


pure
in
urge
breed
drinke
practiſe
aske
ſnares
ſtrength
truſt
lift
pollute
elſe
philiſtims
triumph
change
meanes
monſter
early
firme
ſharpe
worſe
thirſt
ſuch

abbro-

abbrogate
circumcision
may
death
impure
deliberate
resurrection
tempt
transgresse
uttermost

prince
further
goe
according
above
health
sermon
discover
compasse
sake
no
damnation
doth
doore
both
curse

way		misery	M
favour		heavineſſe	H
ſure		Jeruſalem	I
act		fountaine	F
honour		Babilon	B
ſtatute		ſanctification	S
ceremony		fearefull	
perceive		grievous	
formality		firſt	
hardneſſe		kind	
whatſoever			
vertue		examine	
temptation		yeſterday	
ſorrow		ſimpathize	
evident		victory.	
everlaſting			

BRITISH MUSEUM 21MR72

FINIS.

BRITISH MUSEUM